

PROCEDURE TO CHANGE A CONTRACTOR

The Building Dept must receive the following items **notarized, referencing the address and the permit number.**

1. A notarized letter from the terminated contractor (Contractor "A") acknowledging his termination of the construction. If the general contractor refuses to remove themselves from the job, the owner can send a certified return receipt letter referencing the address and the permit number to the general contractor stating the reason they are being removed from the job. The building department must receive a copy of the letter sent to the contractor along with original green card signed by the contractor (or the returned envelope if not accepted).
2. A notarized letter from the new contractor (Contractor "B") stating they are taking over responsibility of the construction referencing the permit number and the address. You must provide a new GC page, any changed sub contractor sheets, and a copy of the new recorded notice of commencement.
3. A notarized letter from the owner stating they are changing from contractor "A" to contractor "B", the letter must reference license number of the new contractor, permit number and address.

There will be a \$50 charge for a change of contractor if the permit has already been issued.